

SUPPLIER MANUAL

VISCARIA KIRUNA AB



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Welcome to Viscaria Kiruna

The Supplier Manual contains requirements, procedures, and compliance rules for Viscaria's areas of operation. It applies to Viscaria's suppliers and subcontractors.

The manual is intended for supplier management, who are responsible for carrying out systematic self-monitoring. Its purpose is to ensure that both the suppliers' and their subcontractors' operations comply with applicable laws and regulations, as well as Viscaria's Code of Conduct.

In addition to this manual, the current Work Environment Plan, technical documents, and policies are also included. Viscaria's contact person is responsible for ensuring that suppliers have access to these materials. Each employee is responsible for knowing and following the established rules and procedures. Coordination permits, including contact details for the coordinator, are available at all Viscaria workplaces.

The contact person is available for questions regarding local conditions, risks, coordination, and compliance follow-up.

In the event of non-compliance, sanctions and contract negotiations may apply. Viscaria handles violations according to the established sanction system, as described in [Section 6: Non-compliance with Rules of Conduct and Requirements](#).

Viscaria's motto, **Values First**, emphasizes that the company's values should permeate all work and contribute to decisions and behaviors that create a safe and secure work environment for everyone. Our values are reflected not only in our words but also in our actions.

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1. General requirements

Viscaria strives for efficient workflows and long-term, sustainable collaborations.

Our mining methods and facilities shall utilize available technology to optimize energy consumption to the greatest extent possible. Mining must balance environmental impact with economic efficiency. To achieve this, we place high demands on ourselves and our suppliers.

Viscaria's requirements are based on the Ten Principles of the UN Global Compact. We expect our suppliers to respect international human rights, actively combat discrimination in all its forms, and comply with applicable laws and regulations.

1.1. Obligations

Everyone working on behalf of Viscaria is obliged to comply with the established requirements and Code of Conduct. Suppliers must ensure that both their employees and subcontractors are well-informed about, and comply with, these requirements within Viscaria's areas of operation.

1.2. Subcontractors

Suppliers must notify and receive approval from Viscaria's contact person before engaging subcontractors.

The supplier is responsible for ensuring that all subcontractors:

- receive the same information as the supplier, and
- comply with Viscaria's established requirements, rules and procedures.

Subcontractors may be engaged in a maximum of two tiers.

1.3. Collective agreements and insurance

Everyone working within Viscaria's area must have basic labour law protection, including any any subcontractors. The basic requirements placed on Viscaria's suppliers are that the company must be able to demonstrate the following:

- F-tax certificate
- Swedish collective agreement or suspension agreement with IF Metall (Gruvavtalet/ME-Gruvavtal, depending on the business), Byggnads or equivalent trade union. Alternatively, employees must be guaranteed conditions regarding pay, working hours and holiday corresponding to the lowest levels in central collective agreements applied in Sweden in the relevant industry.
- Valid liability insurance for the work to be performed.

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1.4. General documents

Documents to be submitted to Viscaria before work begins:

- Organization chart and contact information
- Environmental plan and quality plan
- Training certificates and qualifications
- List of chemicals with risk assessment
- Risk assessment for planned work
- Certificates for vehicles, machinery and equipment subject to inspection

1.5. Language requirements

Suppliers must ensure that there are always staff on site who can communicate in Swedish or English. Work performed alone may only be carried out by persons who speak Swedish or English.

1.6. Sustainability reporting

Viscaria requires suppliers have an environmental plan that clearly aims to minimize the CO₂ footprint. Follow-up and reporting of CO₂ emissions, as well as fuel and energy use, must be conducted when working for Viscaria.

1.7. Photography and filming

As a rule, photography and filming are not permitted within Viscaria's facilities.

Exceptions may be made for:

- Documentation of own work, or
- Reporting deviations in the GRIA system, where photos or videos may be used to clarify the scope and location of the deviation.

All publication or dissemination of photo video material requires approval from the responsible contact person at Viscaria.

1.8. External contacts and information

All external communication, such as with the media, is handled by Viscaria.

1.9. GDPR

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Viscaria processes supplier employees' personal data in accordance with the General Data Protection Regulation (GDPR). Processing may include, for example:

- Entry and exit to Viscaria's area
- Application for entry
- Alcohol and drug tests on Viscaria premises
- Permits, such as for hot work, as required by law
- Supplier invoicing
- Contact lists in projects
- Permission administration
- Handling of sanctions

The supplier is responsible for informing employees and subcontractors about Viscaria's processing of personal data.

1.10. Camera surveillance

Camera surveillance may occur within Viscaria's industrial area, including gates, entry points, and construction areas. The purpose is to maintain a safe and secure working environment, protect personnel and equipment, and support project planning and monitoring.

Monitoring is conducted in accordance with current legislation and in a manner that safeguards personal privacy.

2. Entry

From **3 November 2025**, an SSG card **is required** for entry into Viscaria's industrial area.

All persons who require access to the area must meet the following requirements:

1. Have a valid personal **SSG card**.
2. Have completed and passed the courses:
 - **SSG Entre Grund**
 - **SSG Entre Viscaria**
3. Have submitted an **entry application** via Viscaria's supplier portal.

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Instructions and application forms can be found on the Viscaria' supplier portal:

[Supplier Portal – Viscaria](#)

Submit your application **well in advance of the start of the work** and wait for **confirmation of approved entry** by email before you are allowed access to the area.

Please note that **all suppliers** must also attend a site-specific **safety introduction** before work can begin.

2.1. Construction work areas

Registration, check-in, and check-out at the construction site

To work in any of Viscaria's construction sites, each person must be personally registered with **ID06** in the project-specific **electronic staff ledger**.

All persons working in the construction site must follow the procedures below:

- Personal registration with ID06 must always be completed when working in the construction site area.
- Check-in and check-out must take place via the **electronic staff ledger** or through the **Ease CheckIn app**.

Important: When checking in via the Ease CheckIn app, the exact project name must be entered.

2.2. Electronic staff ledger

Registration in the **electronic staff ledger** must be carried out in accordance with the Swedish Tax Agency's regulations and may be subject to inspection by the Swedish Tax Agency or the Swedish Work Environment Authority. The purpose is to ensure traceability and prevent undeclared work in the construction industry.

Everyone working in Viscaria's construction site areas must have a **valid ID06 card** and valid **ID**. The ID06 card must be worn **visibly**, unless work tasks prevent this.

All entries and exits are registered. Viscaria reserves the right to use this data in the event of evacuations, inspections, accident investigations, or suspected criminal activity.

2.3. Denial of access

Access can be denied if the individual has, for example:

- Ended their assignment or employment with Viscaria or Viscaria's supplier.

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- Provided incorrect or misleading information affecting the assignment.
- Violated rules regarding alcohol or prohibited substances.
- Violated Viscaria's policies or Code of Conduct.
- Been convicted of serious crimes related to organized crime.

2.4. Supplies

No entry application is required for deliveries.

All deliveries must be reported to the Viscaria contact person and coordinated during coordination meetings.

Entry with heavy vehicles or large cargo must be notified in advance to the Viscaria contact person.

The supplier is responsible for:

- Notify deliveries in advance
- Providing information during coordination meetings
- Ensure that deliveries is safely guided in and out of the area

Instructions for delivery:

- Upon arrival, turn left towards the parking area next to the main gate
- Scan the QR code on the sign marked "Deliveries" to access contact information for the responsible contact persons
- Contact the appropriate person for further instructions



2.5. Visit

A visitor's permit is issued by a Viscaria contact person, who is also responsible for ensuring that the visitor is registered in the visitor log at the project office. Visitors must be able to present valid identification at all times.

Visitors are not permitted to work in hazardous environments or remain in the area without being accompanied by a designated Viscaria representative.

A visitor's permit is only granted upon application to the Viscaria contact person.

2.6. Importation of equipment and property

Suppliers are responsible for maintaining accurate records and properly labeling all property, materials, and equipment brought onto Viscaria's premises.

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To prevent theft, Viscaria conducts regular inspections, and suppliers must be able to verify ownership through proper documentation and labeling.

All thefts must be reported immediately to the designated Viscaria contact person.

2.7. SSG on Site

Viscaria uses the app **SSG on Site** to share important information with everyone working in the area. All personnel must download **SSG on Site** app to receive notifications and access safety information.

2.8. Parking areas and establishments

All establishment and parking areas must be coordinated with the Viscaria contact person. No preparation for sheds or tents may take place without prior approval. Suppliers are responsible for ensuring that all work, equipment, and material comply with applicable laws and regulations in the area.

Before commencing work, suppliers must report any deficiencies, such as rubbish or other issues. If no report is made, the responsibility for addressing these matters rests with the supplier.

- The surface must be maintained in its original condition; no modifications may be made without approval from the Viscaria contact person.
- The area must be kept tidy and in good condition. Viscaria conducts regular safety inspections.
- Upon completion of the assignment, the supplier must clean and restore the area.

2.8.1. Material storage

Materials must be stored in designated areas according to instructions from the Viscaria contact person. Suppliers must ensure that transport routes remain clear and that fire risks are minimized. Waste materials and rubbish must be disposed of continuously.

3. Work environment

This section outlines the key requirements for occupational health and safety. Everyone in Viscaria's area must adhere to established rules and procedures to prevent accidents and promote well-being. Viscaria aims for all employees and suppliers to actively contribute to a strong safety culture.

3.1. In the event of an accident or fire

In case of an emergency – Call 112!

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Inform the alarm centre about:

- Your name and phone number
- Location and address of the incident: **Viscarievägen 10, 981 99 Kiruna.**
- What has occurred
- Number of injured persons

IMPORTANT! Meet the rescue vehicle at the gate and contact your Viscaria contact person immediately.

3.1.1. Rescue, Warn, Alarm, Extinguish

Rescue anyone in immediate danger, only if it can be done without putting yourself at risk

Warn others in the vicinity

Raise the alarm following the procedure outlined above

Extinguish the fire if it can be done safely

3.1.2. Assembly points

Assembly points are indicated on the **SSG on Site** map and on APD plans. Suppliers are responsible for knowing the nearest assembly point and ensuring that everyone in their organization, including subordinates, is informed about assembly points and evacuation routes.

All employees must be aware of the nearest escape route.

In the event of an evacuation, everyone in the affected area must proceed to an assembly point.

3.1.3. First aid

Suppliers are responsible for ensuring that a sufficient number of personnel with first aid skills are present, based on the scope of work and associated risks.

First aid boards are located in Viscaria's office building and in active work areas.

The defibrillator is located in the hall of Viscaria's project office.

3.2. Order and Cleanliness

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Maintaining order and cleanliness is a fundamental principle in preventing accidents and promoting a safe work environment.

Rules of conduct:

- Keep the work area tidy to prevent incidents and accidents and to promote well-being
- Store materials in designated locations as instructed by the Viscaria contact person
- Cordon off the work area during particularly hazardous tasks
- Position cables, pipes, and hoses to minimize tripping hazards
- Park vehicles and machinery in designated areas
- Perform cleaning, including rough cleaning, immediately after completing work
- Sort leftover materials and waste according to the waste management instructions
- Report any damage to the facility directly to the Viscaria contact person
- Inspect the work and the workplace together with the Viscaria contact person

3.3. Traffic rules

Swedish traffic regulations apply within Viscaria's area, including the obligations to stop, use seat belts, and follow the right-hand rule.

High-visibility clothing must be worn whenever staying in areas with vehicle traffic.

Vehicles and machinery must be parked in designated locations to prevent collisions and ensure safe boarding and disembarkation.

3.4. Alcohol and drugs

Viscaria maintains an alcohol- and drug-free workplace. The use of, or being under the influence of, alcohol or drugs is strictly prohibited during working hours, in accordance with Viscaria's alcohol and drug policy.

In cases of suspected intoxication, serious incidents or accidents, or as part of systematic work environment management, alcohol and drug testing may be conducted for anyone working on behalf of Viscaria.

Anyone summoned for testing must comply within two hours. Failure to do so may be interpreted as a positive test result.

3.5. Smoking

Smoking is only permitted outdoors in designated areas.

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3.6. Risk assessment

Suppliers must conduct a risk assessment for all work to be performed and implement the necessary safety measures before starting.

The completed risk assessment must be submitted to the Viscaria contact person and HSEQ coordinator **prior to commencing work**.

3.7. Deviation reporting

Viscaria uses **the GRIA system** for deviation reporting. Everyone working on site must report risk observations, deviations, incidents and accidents. Incidents should be addressed immediately, if possible, and subsequently reported in GRIA.

Login details are provided at the start-up meeting by the HSEQ coordinator.

3.7.1. Instructions:

- Reporting should primarily be submitted via the GRIA app and secondarily to the Viscaria contact person.
- Reporting must include the location and a description of the event.
- Reporting should not include the names of individuals involved due to sensitivity of the information.

3.7.2. Definitions:

Risk observation – Something that, if not managed, could lead to a negative event affecting the work environment, environment and quality.

Non-conformance: A negative event related to the environment or quality.

Incident: An event that could have caused an accident or ill health.

Accident: An event that results in minor or serious injury or ill health.

3.8. Personal protective equipment

Personal protective equipment (PPE) must always be used when a confirmed physical risk is present and should be adapted to the specific hazards of the work area.

3.8.1. Mandatory PPE in Viscaria Areas

- **High-visibility clothing**, class 3, according to EN ISO 20471
- **Safety shoes** with protective toe cap and penetration-resistant sole, according to standard EN ISO 20345

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- **Helmets** must be worn in designated helmet zones and at all times underground. Helmets must be date-marked and equipped with a proper chin strap (minimum 3-point attachment), which must always be fastened.

3.8.2. If work requires, the following should be used:

- **Hearing protection** in noisy work
- **Eye protection** when there is a risk that objects or substances could damage the eyes
- **Protective gloves** adapted to the task or subjects
- **Fall protection** when working at heights (over 2 metres) or a particular risk of falling
- **Respiratory protection** due to harmful substances/particles
- **Tight-fitting protective cover all** made of dust-repellent material during decontamination
- **Protective clothing** for electrical work in accordance with EN ISO 11612 and EN ISO 61482 electric arc (lightning symbol), including for de-energised work
- **Protective clothing** for hot work according to EN ISO 11611
- **High-visibility clothing** when working with passing vehicle traffic according to EN ISO 20471
- **Lamp** with burn time for one working day during underground work

All relevant training certificates must be available upon request

3.9. Tag out / Lock out (Break and Lock Procedures)

When working on **work equipment***, the break and lock procedure must always be applied to prevent unintentional startup during maintenance or servicing.

*Work equipment includes machinery, tools, equipment, and installations.

3.9.1. Instructions for Break and Lock

- **Identify risks:** Check energy sources (mechanical, electrical, pressure) and assess hazards in the equipment and surrounding area
- **Risk assessment:** Conduct a risk assessment and inform the Viscaria contact person and the HSEQ coordinator.
- **Instructions:** The Viscaria contact person provides guidance on where and how break and lock procedure should be carried out.

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- **Implementation:** Isolate all energy supplies using padlocks and verify that stored energy has been safely released.
- **Pre-work checks:** Everyone performing work must personally ensure that the equipment is properly isolated, locked, and signposted before beginning work.
- **Individual locks and signs:** Each worker on the same equipment must use their own padlock and individual plate.

ALL LOCKING MUST BE DONE USING A PADLOCK AND AN APPROVED SIGN INDICATING:

- Work in progress
- Who applied the lock
- Company, name, and phone number
- **Group-wide lock:** If work is interrupted and will continue later, a group-wide lock must be applied.
- **Completed work:** After finishing work, all locks and signs must be removed personally by the workers responsible.

3.9.2. Supervisor Responsibility

Supervisors are responsible for:

- Ensuring that break and lock procedures and safety requirements are followed.
- Informing all workers about these requirements.
- Ensuring that all workers have access to personal padlocks and approved signs.
- Communicating and ensuring awareness of risks and correct handling during break and lock procedures.

3.10. Protective barriers and Closures

Protective barriers and closures must always be installed to protect people passing through or working in the area from potential hazards.

The following applies to use of barriers and closures:

- **Flag line:** A flag line must be used to demarcate hazardous areas and must be accompanied by a sign stating the reason for the barrier and the contact information of the person responsible for it.
- **Area:** The entire area must be clearly and visibly cordoned off.
- **Railings:** Where there is a risk of falling or tripping, railings with a baseboard and intermediate rails should be installed, for example in open areas.

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- **Holes:** Holes and other openings in the ground or surface must be covered with suitable material and securely fastened to prevent tripping hazards. The location must also be clearly marked.
- **Access:** To enter a restricted area, approval must be obtained from the person responsible for the barrier.
- **Removal:** Only the person who installed the barrier may remove it, and the area must be confirmed as safe before removal.
- **Inspection of barriers:** If a barrier is found to be incorrectly or insecurely erected, or left unattended, the person responsible must be contacted immediately. Barriers are inspected regularly.

3.11. Working at Height

Work performed at a height of more than two metres, or at a lower height where there is a specific risk of falling, is considered **work at height**.

- **Risk assessment and rescue plan:** All work conducted at heights exceeding two metres must be preceded by a thorough risk assessment. If fall protection equipment is required, a rescue plan must be established to ensure a rapid and effective rescue in the event of an accident.
- **Rescue when hanging from a fall harness:** If there is a risk that a person could remain suspended in a fall harness for more than 20 minutes, appropriate rescue measures must be in place. This includes ensuring that a personal rescue can be carried out promptly. Rescue personnel must be trained, readily available on site, and clearly identified in the rescue plan.
- **Choice of measures:** Alternatives should be evaluated, and the safest method should always be chosen to eliminate fall risks. Minimize the use of personal lifts where possible and consider other means to secure the workplace.
- **Training and equipment:** All personnel must be informed of the hazards associated with working at height and must have the necessary training and fall protection equipment in accordance with applicable laws and regulations.

3.11.1. Work on Scaffolding and Fixed Work Platforms

- **Scaffolding:** Work on scaffolding may only be carried out if the structure has been erected by a certified scaffolder and has a valid inspection certificate confirming compliance with all safety requirements.
- **Fixed work platform:** Work on fixed platforms involves risks and requires the use of appropriate fall protection equipment to minimize the likelihood of accidents.
- **Evacuation options:** Quick and clearly marked evacuation routes must be ensured in case of fire or other emergencies. These routes must be easily accessible and familiar to everyone working on the platform.

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3.11.2. Work Using Personal Lifting Equipment

- **Mobile work platforms:** When working from mobile work platforms — such as lifts or work baskets — fall protection equipment must always be used. Personnel must be able to present valid training certificates, and a work permit must be in place before any work begins.
- **Work from a work basket:** When working from a work basket on a mobile platform, fall protection equipment is mandatory at all times. A valid training certificate must be submitted to the HSEQ Coordinator, and the required work permit must be in place before the work starts.
- **Emergency procedures:** A clear plan for rapid evacuation or movement to safety must be established in case of an emergency, such as fire or any other hazard requiring immediate action. All personnel involved must be familiar with the procedure before starting the work.

3.11.3. Work on Several Levels

- **Coordination and falling objects:** When work is carried out on multiple levels, careful coordination is required to minimize the risk of falling objects. Adequate protective measures must be in place to prevent tools, materials, or equipment from falling and causing injury to people working below.

3.12. Groundwork and Shafts

Work involving groundwork or excavation of shafts, where there is a risk of being buried under soil or sinking into loose ground, requires careful planning and safety measures.

Before starting work:

- **Site investigation:** Examine the ground for hazardous substances, buried installations, or pipelines that could pose a risk during the work.
- **Risk assessment:** Conduct a thorough risk assessment and submit it to the Viscaria contact person and the HSEQ Coordinator
- **Preventive measures against collapse:** Identify and implement measures to prevent soil collapse, such as shoring, trench supports, or sloping, depending on the conditions.
- **Work preparation:** Prepare all necessary procedures, equipment, and personnel to safely carry out high-risk groundwork.
- **Barriers and safety measures:** Establish and clearly mark barriers around the work area before any groundwork or shaft excavation begins.

3.13. Chemical Products

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Handling chemical products involves risks to people and the environment. Exposure, spills, and leaks must be minimised.

Before starting work:

- **Documentation and risk assessment:** Document all chemical products in a chemical list and carry out a risk assessment before use or import.
- **Approval:** Submit the chemical list to the HSEQ Coordinator at Viscaria for approval. Update the list and resend when new products are introduced.
- **Information and training:** Ensure all personnel handling chemicals receive correct information and use required protective equipment.
- **Safety data sheets:** Must be available in Swedish and English.
- **Absorption and spill control:** Keep sufficient absorption material where chemicals are used.
- **Storage:** Store chemicals according to legislation in designated areas assigned by the Viscaria contact person.

Protective measures:

- Replace harmful chemicals with safer alternatives when possible.
- Never store chemicals directly on the ground; keep incompatible products separate and flammable substances in chemical cabinets.
- Store liquid waste in adapted containment. Do not stack chemicals, and return them to the designated area after use.

3.14. Electrical safety

Only authorized personnel with permission from Viscaria may work on electrical installations or cabling.

For any connection or other work on the electrical system, contact your Viscaria contact person. The supplier is responsible for ensuring that all electrical work complies with applicable laws and regulations.

3.15. Gas management

Proper gas management is essential to prevent hazards such as explosions or poisoning. A control plan for gas cylinders must be in place. The Viscaria contact person has information on procedures, also available in the APD plan. Deviations in gas handling pose serious risks and may hinder rescue in case of fire or leaks

Before starting work:

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- **Documentation:** List all gases and carry out a risk assessment before use or import.
- **Approval:** Submit the list to the contact person and HSEQ Coordinator. Update and resubmit when new gases are introduced.
- **Training and protection:** All personnel must be trained, informed of risks, and use appropriate protective equipment.
- **Safety data sheets:** Must be available in Swedish and English.
- **Ventilation and storage:** Ensure adequate ventilation. Store cylinders according to legislation and designated procedures.

3.16. Hot Work

Hot work involves tasks that generate heat or sparks, such as welding, cutting, grinding, soldering, or using gas flames, heat guns, or pads. Approval from the Permit Officer and access to appropriate extinguishing equipment are required before starting work.

Before starting work:

- **Risk assessment:** Conduct a risk assessment and implement fire prevention measures.
- **Checklist:** Complete the Swedish Fire Protection Association's checklist for hot work.
- **Approvals:** Obtain permit for hot work from Permit Officer.
- **Compliance:** Plan and carry out the work according to applicable laws and regulations.
- **Certification:** All personnel performing hot work must hold a certificate from a third-party certified provider according to the Swedish Fire Protection Association standard SBF 2022*.

*Foreign certificates in Nordic countries (Finland, Norway and Denmark) that were issued by 30 June 2023 are only valid for a maximum of 5 years from the date of issue. Foreign certificates issued after 1 July 2023 are not valid for carrying out work in Sweden according to the new framework, safety rule 2.

3.17. Welding work

Welding work at temporary workplaces must be carefully planned and controlled.

Before starting work:

- **Risk assessment:** The Permit Officer must assess all welding work.
- **Ventilation:** For welding stainless steel, aluminium, galvanised, or painted surfaces indoors, always use fume extraction. If fumes cannot be safely removed, additional protective measures must be used to prevent inhalation.
- **Exposure control:** Use signs and barriers if others may be exposed.
- **Training and equipment:** Ensure all personnel have proper hot work certificates and the correct protective equipment (see section 3.16).

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- **Systems check:** Verify that ventilation, compressed air masks, and fume extraction are in place where needed.
- **Information and coordination:** Inform staff about welding fume risks and coordinate fire safety measures at Viscaria.

3.18. Flammable goods and fire preparedness

When importing flammable goods (gas, liquids, or fire-reactive products), notify the HSEQ Coordinator and Viscaria contact person. Approval from the Fire Safety Officer is required before import.

When using flammable goods:

- Keep emergency exits clear and ensure sufficient fire extinguishers are available.
- The supplier must notify flammable goods, inform staff about escape routes, provide at least two fire extinguishers and other necessary extinguishing equipment, and include a contingency plan in the risk assessment.

3.19. Dust and harmful particles

Work that generates dust or harmful particles must be risk assessed, and appropriate protective measures must be implemented to prevent inhalation.

Responsibilities and measures:

- The supplier must ensure staff have the proper training and information to minimize risks. Certificates of approved medical check-ups must be presented upon request.
- Notify the Viscaria contact person about dusty work to coordinate and prevent exposure to others.
- Plan work to minimize dust exposure and dispersion.

3.20. Vibrations

Work involving the risk of whole-body or hand-arm vibration must be risk assessed, and protective measures implemented.

Responsibilities and measures:

- The supplier must ensure staff have proper training, information to minimize risks, and daily monitoring to avoid exceeding exposure limits.
- Certificates of medical check-ups must be available upon request.
- Plan work to limit vibration exposure.

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3.21. Noise

Work with machinery and equipment must consider noise exposure.

Responsibilities and measures:

- Use machines and tools that generate minimal noise and shield particularly noisy work.
- If noise exceeds hygienic limits, hearing protection must be worn.
- The type of hearing protection depends on the noise level and situation.

3.22. Vehicles, Machinery and Equipment Subject to Inspection

All machines, vehicles, and equipment must be registered and reported to the Viscaria contact person and HSEQ coordinator.

Responsibilities and measures:

- Approved inspection certificates must be available on request. Equipment without valid inspections may not be used.
- Driving licences or permits for machinery and vehicles must be presented on request.
- Training certificates and permits for equipment use must be available on request.

4. Environment

This section outlines requirements for managing waste, spills, and emissions to protect people and the environment.

4.1. Waste

All waste within Viscaria's areas must be sorted and handled correctly for recycling or disposal.

Responsibilities and measures:

- **Operational waste:** Combustible materials, scrap metal, wood, and construction/industrial residues must be placed in designated containers.
- **Cuttings:** Handled according to special routines provided by the Viscaria contact person.
- **Hazardous waste:** Batteries, light bulbs, fluorescent lamps, waste grease, oil, oil filters, paint, solvents, and aerosol cans must be stored, labelled, and transported according to regulations. Do not mix with other waste.

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- **Office/combustible waste:** Combustible waste from offices and break rooms must go into designated containers; food waste goes into brown bins.
- **Management responsibility:** Ensure all waste management requirements are followed.

4.2. Spills

All personnel working on behalf of Viscaria must know how to act in the event of spills. The risk of spills and discharges of hazardous substances must be prevented through established procedures and proper decontamination equipment. Spills and discharges are environmental deviations and must be reported in GRIA (section [4.7. Deviation reporting.](#))

4.2.1. Spill Preparedness

Both large and small emissions must be immediately limited and cleaned up. The severity and choice of remediation method depend on the substance's properties, quantity, extent and duration.

- Conduct a risk assessment to prevent spills.
- Follow procedures for daily inspection of vehicles, machinery, and chemical storage.
- Ensure sufficient spill preparedness, such as absorbents suitable for the substances handled.

Spill Management:

- Stop the discharge immediately at the source; turn off engines or pumps if needed.
- Prevent spreading by covering cavities, stormwater wells, and using absorbents or booms.
- Clean and sanitize using appropriate methods based on the substance.
- Report the incident to the Viscaria contact person, including extent and type of spill.

4.2.2 Suspected Contamination

- Check the area for potential contaminants before excavation or construction work.
- The Viscaria contact person provides information for working in potentially contaminated areas.
- Observe signs of contamination, such as unusual odours or color changes, during work.
- Stop work immediately if contamination is suspected and inform the Viscaria contact person.

5. Non-compliance with Rules and Requirements

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All personnel working on behalf of Viscaria must follow established rules and requirements. Violations are addressed through a system of sanctions:

- **Minor violations:** Verbal warning from the Viscaria contact person.
- **Significant violations:** Written warning from the Viscaria contact person.
- **Serious violations:** Contract termination by the Viscaria contact person.

The severity of the sanction depends on the degree of negligence and seriousness of the violation. In the case of very serious breaches, Viscaria may terminate the contract immediately, without prior warning.

Examples of violations that may result in sanctions:

- Threats, violence, harassment, victimisation, or blackmail
- Vandalism to Viscaria's or others' property
- Lack or absence of personal protective equipment
- Traffic violations
- Improper handling, maintenance, or use of work equipment or vehicles
- Blocking escape routes
- Unauthorized entry into cordoned-off areas
- Breaches of laws, regulations, or Viscaria's internal rules